

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1110.

**SUBJ:** RESEARCH, ENGINEERING AND DEVELOPMENT ADVISORY COMMITTEE

1. **PURPOSE.** This order establishes the Research, Engineering, and Development (R,E&D) Advisory Committee and will constitute its charter, as required under the provisions of the Federal Advisory Committee Act (P.L. 92-463, Title 5, U.S.C., Appendix II).

2. **DISTRIBUTION.** This order is distributed to division level in Washington and the FAA Technical Center; regional administrator level in the regions, and director level at the Aeronautical Center.

3. **BACKGROUND.** The Aviation Safety Research Act of 1988 (P.L. 100-591) requires that "not later than 180 days after the date of the enactment of this subsection, the Administrator shall establish in the FAA a research advisory committee." The law was signed November 3, 1988. In order to obtain the best possible R,E&D program within the constraints of the FAA's available resources, it is appropriate that external organizations have a vehicle to participate in the FAA R,E&D program development and contribute their broad perspectives to the FAA's R,E&D program. Therefore, an R,E&D Advisory Committee is being established in the interest of obtaining advice and recommendations from an outside, balanced representative group of aviation-oriented organizations, associations, and academic interests.

4. **OBJECTIVE AND SCOPE OF ACTIVITIES.** The objective of the committee is to provide advice and recommendations to the Administrator, through the Associate Administrator for Advanced Design and Management Control and the Executive Director for System Development, regarding the needs, objectives, plans, approaches, contents, and accomplishments with respect to the aviation research program. In this capacity, the committee will consider aviation research needs in support of the FAA mission and specifically address areas such as airport capacity, system safety, aircraft safety, aeromedical research, aviation security, future technology, and the National Airspace System--present and future. The committee shall also assist in assuring that such research is coordinated with similar research being conducted outside of the FAA.

5. **ORGANIZATION.** The R,E&D Advisory Committee will be composed of 20 members appointed by the Administrator. The membership of the committee shall be fairly balanced in points of view representative of the aviation community, including representatives from user groups, universities, corporations, associations, consumers, and Government agencies other than the FAA. The members will be recommended by the Associate Administrator for Advanced Design and Management Control, ADM-1, and selected by the Administrator. Members shall be appointed to 3-year staggered terms. FAA employees may not serve as members of the advisory committee, but may participate in the management of the advisory committee's affairs in ex officio capacities. The chairman of the committee shall be designated by the Administrator.

**Distribution:** A-WZ-2; A-XY-1

**Initiated By:** ADS-1

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6. **ADMINISTRATION.** The Associate Administrator for Advanced Design and **Management Control, ADM-1**, will be the sponsor of the committee. **ADM-1** will designate an executive director (an FAA employee) and a secretary for the committee and **assure** that administrative support is provided for the committee. The committee shall not conduct any meeting in the absence of the designated executive director.

-a. The executive director, who shall be a full-time Government employee, shall be responsible for:

(1) Formulating and approving the agenda for the meeting.

(2) **Establishing** the date for meetings. **Meetings** shall be held as the need arises. There will usually be two to three meetings a year.

(3) Notifying all members of the time, place, and agenda for any meetings.

(4) Adjourning the meeting or closing discussion whenever he/she considers it to be in the public's interest.

(5) Maintaining all committee files and records.

b. **Members** of the committee who are full-time employees of the U.S. Government shall serve without compensation but may be allowed transportation and per diem in lieu of subsistence and other expenses, in accordance with the Department of Transportation Civilian Travel Regulations.

c. Detailed minutes shall be kept of each advisory committee meeting. The minutes shall include:

(1) The time and place of the meeting.

(2) A list of advisory committee members and staff and agency employees present at the meeting.

(3) A complete summary of matters discussed and conclusions reached.

(4) Copies of all reports received, issued, or approved by the advisory committee.

(5) A description of the extent to which the meeting was open to the public.

(6) A description of public participation, including a list of members of the public who presented oral or written statements and an estimate of the number of members of the public who attended the meeting.

d. Committee meetings shall be open to the public and timely notice of such meetings shall be published in the Federal Register at least 15 days before the meeting, except in emergency situations. The proposed agenda, as well as the time

and place of the meeting and information that the meeting will be open to the **public**, ~~should~~ be included in the notice which should be forwarded to the **Office** of the Chief Counsel, Attention: Rules Docket, AGC-10, approximately **30** days before ~~the~~ meeting. Other forms of notice, such as press releases, are to be used to the extent practical.

e. **Subcommittees** may be established to provide advice on specific areas of research, and the subcommittees are subject to all provisions of this order, P.L. 100-591, and the Federal Advisory Committee Act.

7. **ESTIMATED COSTS.** The direct annual operating cost of the committee and subcommittees, which includes travel costs of members and miscellaneous costs, such as the printing and issuance of reports is estimated to be **\$125,000** and shall not exceed one-tenth of one percent of the annual research appropriation. No other limitations on the amount of funds available for obligation by or for the advisory committee shall be applicable. Direct staff support to the committee shall be provided by the Administrator and is estimated to be one employee-month per year.

8. **COMPENSATION.** Members of the committee who are not full-time employees of the U.S. Government, while attending meetings of the committee or otherwise engaged in the business of the committee, shall serve without compensation. Transportation and per diem expenses may be allowed in accordance with the Department of Transportation Civilian Travel Regulations and Section **5703** of Title **5**, United States Code.

9. **PUBLIC PARTICIPATION.** Each advisory committee meeting shall be open to the public and interested persons shall be permitted to attend, appear before, or file **written** statements with the committee. Each meeting will be held at a reasonable time; in a place reasonably accessible to the public; and in a meeting room sufficiently large to accommodate the committee members, staff, and interested members of the public. Meetings may be closed to the public only as authorized by Section **10(d)** of the Federal Advisory Committee Act, **5** U.S.C. Appendix II, and applicable regulations.

10. **AVAILABILITY OF RECORDS.** Subject to the conditions of the Freedom of Information Act, **5** U.S.C. (**552**), the records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the committee shall be available for public inspection and copying at the Office of the Associate Administrator for Advanced Design and Management Control, 800 Independence Avenue, SW., Washington, DC **20591**. Fees shall be charged for information furnished to the public in accordance with the fee schedule published in Part **7** of Title **49**, Code of Federal Regulations.

11. **PUBLIC INTEREST.** The formation and use of the **R,E&D** Advisory Committee is determined to be in the public's interest in connection with the performance of duties **imposed** on the FAA by law. No other FAA advisory committee meets the **requirements** of P.L. 100-591.

1110.

12. EFFECTIVE DATE AND DURATION. This committee **is** effective JAN 30 1989 which is the **filing** date of this charter. Section 14 of the Federal Advisory Committee Act **shall** not apply to **the** advisory committee established by this order according to P.L. 100-591, section 6, paragraph 8.

T. Allan McArtor  
Administrator